

Sisukord

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Ta strona nie jest jeszcze kompletnie przetłumaczona. Pomoc mile widziana.

(po skompletowaniu usuń ten komentarz)

KSEF 2026

1. Settings

• Master Settings

- **MANDATORY** Master Settings→Sale settings→e-invoice sending is selectable on invoice - **yes**
- **MANDATORY** Master Settings→Common settings→Transport parameter types to printout append the transport parameter type **SAFT_JPK**
- **MANDATORY** Master Settings→Common settings
 - Company legal address
 - Company legal name
 - Company VAT no (only numbers)
- Master Settings→Transport→Polish e-invoice (KSeF) sending delay in hours (0-24) - the interval of sending information to KSEF after invoice confirmation is:
 - if **0** or empty → 0-15 minutes (**by default**)
 - otherwise → hour in setting + (0 – 15) minutes (the value is specified without minutes)
 - if the setting Invoice datafield for external invoice number is used - the time is calculated from the latest confirmed invoice, where the value of the data field matches.
- **MANDATORY** Master Settings→Transport→Polish e-invoice (KSeF) authentication token - generated token number from KSEF for integration
 - In KSEF **Select the role to which the token is assigned** added rights:
 - access invoices
 - issue invoices



KSEF page information:

First, grant permissions to send and view invoices, and then generate a token. Below you will find instructions on how to assign permissions in the KSeF system.

Menu **Krajowy System e-Faktur**

Uprawnienia ^

- Dodaj administratora
- Nadaj uprawnienie**
- Zarządzaj uprawnieniami
- Moje uprawnienia

Tokeny ^

- Generuj token
- Lista tokenów

Certyfikaty v

Osoba uprawnniająca: PESEL
65051303175

Rodzaj uprawnień

Rodzaj uprawnienia*
Osobie fizycznej do pracy w KSeF

Dane osoby fizycznej

Rodzaj podmiotu uprawnianego*
 Osoba fizyczna posługująca się Profilem Zaufanym lub certyfikatem zawierającym identyfikator NIP lub PESEL
 Osoba fizyczna posługująca się certyfikatem niezawierającym identyfikatora NIP ani PESEL

Identyfikator*
 NIP PESEL

Wpisz NIP

Imię*
Wpisz imię

Nazwisko*
Wpisz nazwisko

Menu **Krajowy System e-Faktur**

Uprawnienia ^

- Dodaj administratora
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Tokeny ^

- Generuj token
- Lista tokenów

Certyfikaty v

Imię*
[Redacted]

Nazwisko*
[Redacted]

Zakres uprawnień

Osoba będzie uprawniona do:*
Zaznaczenie co najmniej jednego uprawnienia jest obowiązkowe.

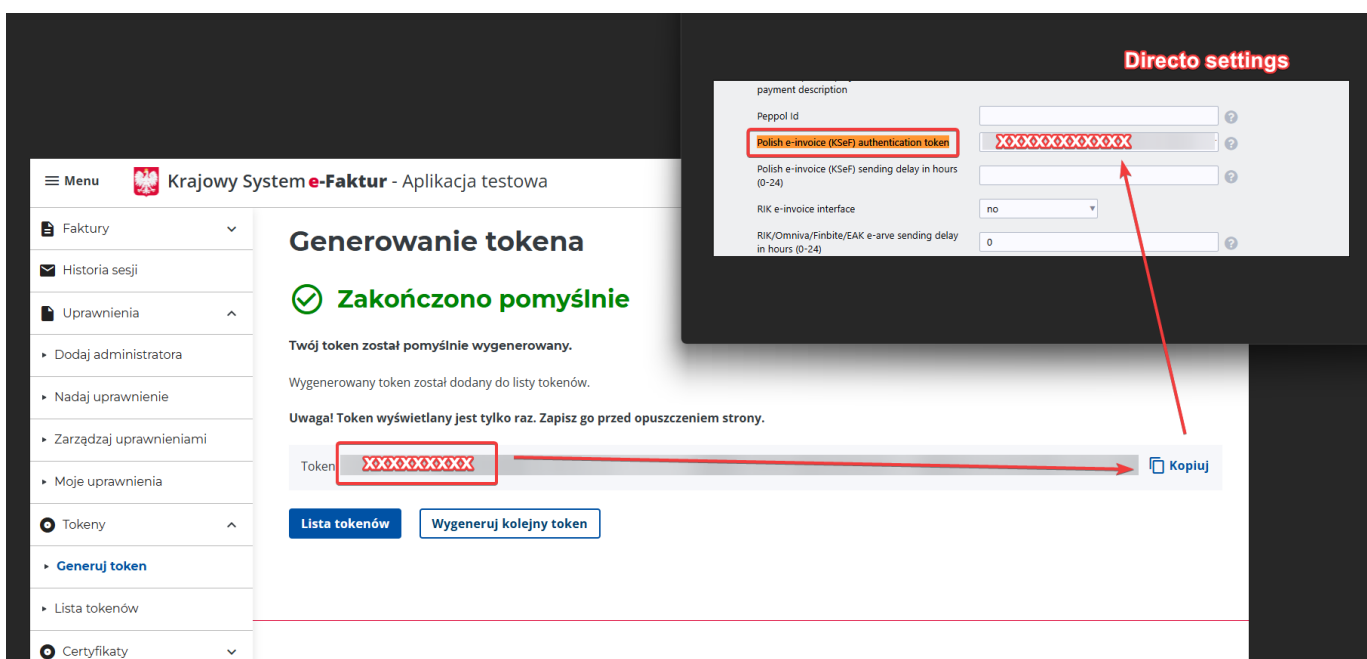
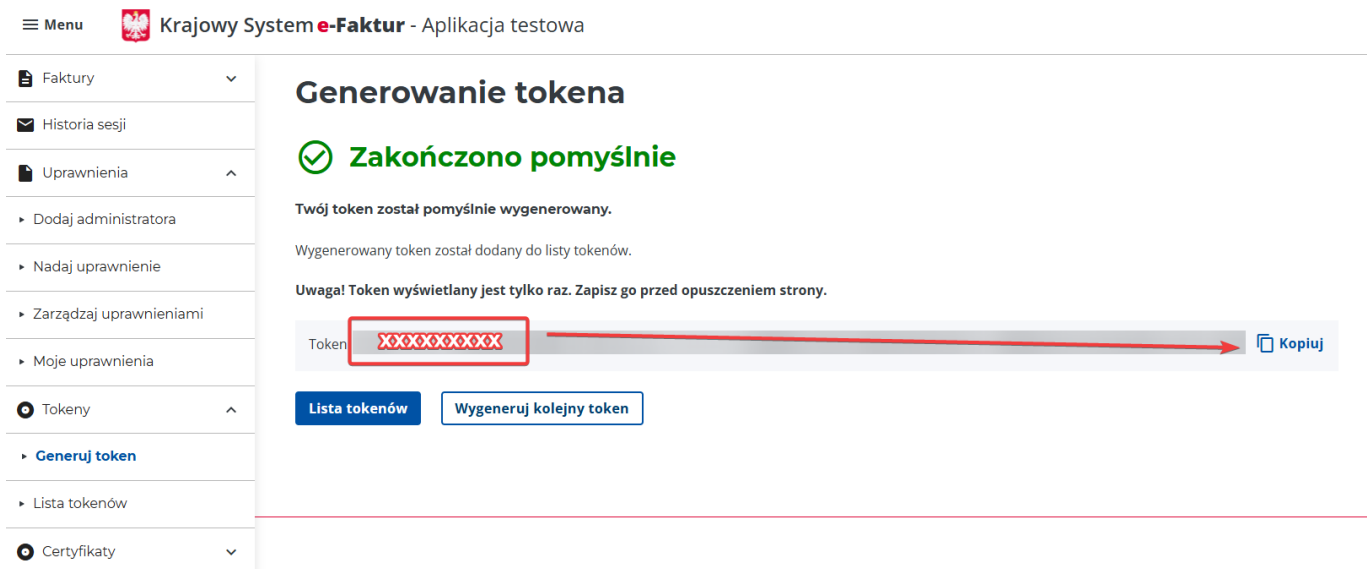
- wystawiania faktur
- przeglądania faktur
- przeglądania uprawnień
- przeglądania historii sesji (generowania UPO)
- zarządzania jednostkami podrzędnymi

Nadaj uprawnienia **Zrezygnuj**

Pierwsze dwie opcje są niezbędne, inne do Waszej dyspozycji./The first two options are essential; the others are up to you.

To check the status of shipping a token, go to the **List of tokens** tab.

Attention! The token number is displayed only once. Please save it before leaving the page.




- Master Settings→Receipt settings→Invoice datafield for external invoice number - if invoice No. must be taken from sales invoice datafield - choose correct datafield with the invoice No. **By default** it is empty and document No. is from sales invoice header field **Invoice**

- **Common settings**


- Sales invoice dates in tags P_1 and P_6 are according to settings: SETTINGS → COMMON SETTINGS → TRANSPORT PARAMETERS:
 - CODE - DataWystawienia
 - TYPE - SAFT_JPK
 - If PARAMETER 2 has value **2**, information should be:
 - **Date** → P_6 (Description: Data dokonania lub zakończenia dostawy towarów lub wykonania usługi)
 - **Sent** → P_1 (Description: Data wystawienia)
 - Otherwise, if PARAMETER 2 has value **1** or the value is empty or the transport parameter does not exists, information should be:
 - **Date** → P_1 (Description: Data wystawienia)
 - **Sent** → P_6 (Description: Data dokonania lub zakończenia dostawy

towarów lub wykonania usługi)


• Finance settings

- **MANDATORY VAT code** (Setting→Finance Settings→VAT codes)
 - **VAT% (by default)**
 - datafield **KSEF Stawka podatku** (code: KSEF_STAW_PODAT) if needed  Mandatory if **VAT%** is **0**


• Customer card:

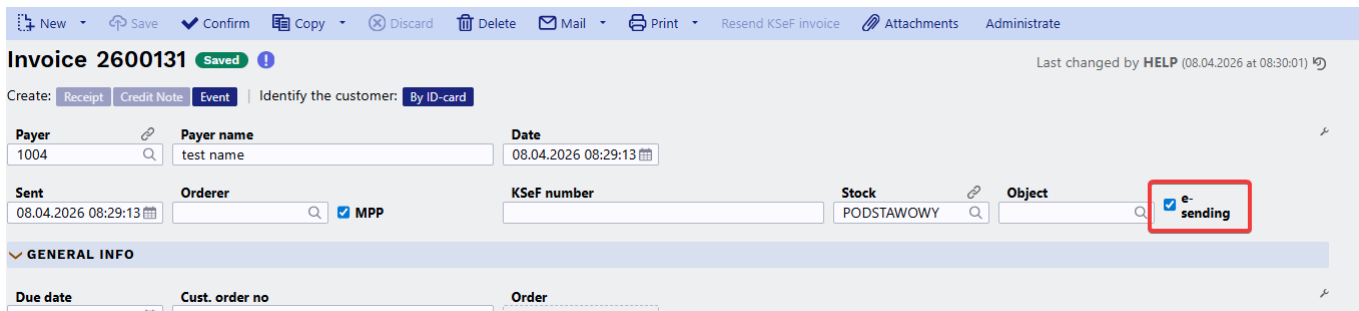
- **MANDATORY: Name**
- **MANDATORY: Street**
- **MANDATORY: Country**
- **City** (can be empty)
- **Postal code** (can be empty)
- **Email** (can be empty)
- **Phone** (can be empty)
- **Vat reg no** - without country code, otherwise **BRAK** (can be empty) ( must be without country code)
- Only if customer country is not PL (example: GR (Greece)), but VAT code is PL, correct country should be filled this way:
 - **Country** - GR (Greece) - customer country
 - **VAT country** - PL (Poland) - as the VAT code is PL
- **KSeF role** - choose only in those customer cards that customer is **2 (Recipient)** and the customer card will be added in sales invoices field **Orderer**

2. Sending

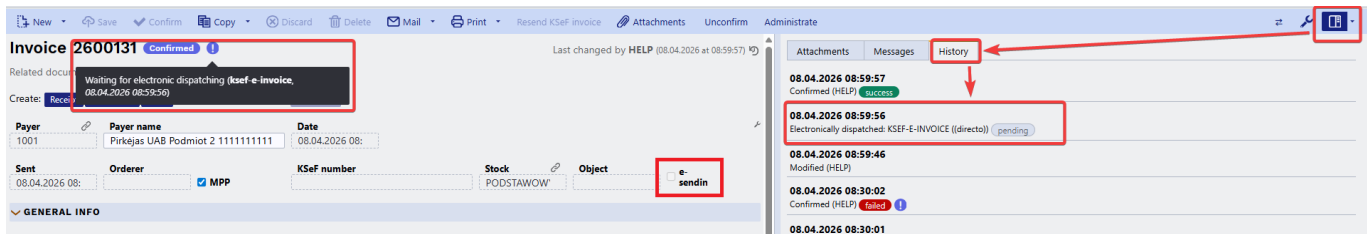
 In KSEF there is no checking of duplicates.

2.1. Sending of the invoice

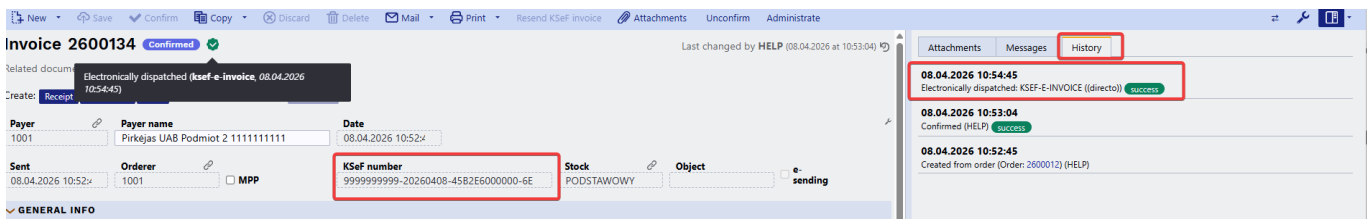
IF sales invoice should be sent to KSEF before confirming, checkbox in sales invoice document **e-sending** should be marked.  It will be marked automatically.



After confirm the invoice there will be mark: **Waiting for electronic dispatching (ksef-e-invoice 08.04.2025 08:59:56)** and checkbox **e-sending** will not be marked.



When the invoice will be send to KSEF, invoice will have KSEF document No in field **KSeF number**



2.2. Errors

While confirming of the invoice, Directo checks if the settings are filled correctly. If there is something incorrect - there is no possibility to confirm the invoice with checkbox **e-sending**. You may confirm invoice with out the checkbox **e-sending** - it will not be send to KSEF.

For example, in the picture we see error message. The error is in field AdresL1



In wiki part **3. Sales invoices tags** you have to find AdresL1 field and check



the setting according to the description:

| Name | Description | Directo |
|----------------------|---|---|
| Podmiot1 | <i>Information about the seller</i> | |
| <i>Adres/AdresL1</i> | Adres podatnika - linia pierwsza Maksymalna ilość znaków: 512 Przykład wypełnienia: ul. Błękitna 14, 11-111 Warszawa | Setting→Master Settings→Company legal address Setting→Master Settings→Company legal address 2 Setting→Master Settings→Company legal address 3 Separated by space |
| Podmiot2 | <i>Information about the buyer</i> | |
| <i>Adres/AdresL1</i> | Adres nabywcy - linia pierwsza Maksymalna ilość znaków: 512 Przykład wypełnienia: ul. Błękitna 14, 11-111 Warszawa | Customer card fields: Street, City, Postal code Separated by space. |


4.1. Credit sales invoice

4.1.1. FIXME - Item / services - credit sales invoice






4.1.2. Bonus credit sales invoice

- Create separate item with the item code **RABAT** and item class code **RABAT**

Item class should have VAT code with 0 VAT %  This item code will be used only for invoices connections. Do not use this item code in any other cases or sums.

- In sales invoices add additional columns in the row: **Constant4** and **Text4**
 - **Constant4** - write Directo invoice number for which invoices bonus is
 - **Text4** - in one of the rows add reason / explanation of the bonus

How to fill correctly row of the sales invoices?:

- In first row add the bonus item that you use with the correct VAT and income account. In this row add correct quantity and unit price.
- In second row choose item with the code **RABAT**  **do not add a sum for the row.** You should add as many row with the item code **RABAT** as many invoices you have that, the bonus is for. To send correct information to the KSEF at least one row with the item code **RABAT** should be.
- **Constant4** - write Directo invoice number for which invoices bonus is (one row = one invoice number)  **MANDATORY**
- **Text4** - in one of the rows add reason / explanation of the bonus  **MANDATORY**

| No. | Item | Qty | Unit price | Total | VAT Code | Constant4 | Text4 | Description |
|-----|--------|-----|------------|-------|----------|-----------|-------------------|-------------|
| 1 | 159635 | -1 | 150 | -150 | 4 | | | |
| 2 | RABAT | 1 | 0 | 0 | 0 | 2600141 | Za okres: 2026-03 | |
| 3 | RABAT | 1 | 0 | 0 | 0 | 2600140 | | |

4.1.3. FIXME - Company name - credit sales invoice



4.1.4. FIXME - Customer address - credit sales invoice



4.1.5. FIXME - Customer VAT code - credit sales invoice



4.2. Customer not PL, VAT code - PL

If customer is foreigner, but has a Polish VAT code, you must correctly fill in country and VAT details on the customer card:

- **Country** - company registration country
- **VAT country** - choose: **PL (Polska)**
- **Vat reg no** - Polish VAT code (only numbers)

Close New Copy Refresh Delete Save Mail PRINT F << >> Status: View (c)

Survey Event Events (0) Get Regon API data

General info Contacts Classes Actions Amendments Changes Transport Surveys

Code TEST_KSEF_UE Class Object Status

Sanctions Name TEST KSEF Type Con

Ulica adres1 KSeF role

Miasto adrs miasto Delivery name

Kod pocztowy ko2222 Adres dostawy

Country GR (Grecja) Miasto dostawy

Country GR (Grecja) Kod pocztowy dostawy

Representative Phone Field

Skype Deal type

Email Fax

Comment Warning

URL

Int comment Date of birth

Discount % Factoring Contract POS invoice quick selection items

Customer Card Priority

External code Kod zewnętrzny Password for the emailed PDF invoice Account Manager

Credit rating Zły(37 days)

Bank Bank account/IBAN Pay term Del term

Salesman HELP Price formula Reg # Currency

VAT zone Inside EU VAT code Vat reg no 1111111118 Frepayment%

Reminders Delivery Stock Delivery VAT country PL (Polska)

Warns Auto print No Destination

4.3. Customer and Recipient (Podmiot3→Odbiorca)

In sales invoice header there are two field:

- **Payer** - customer to whom the invoice will be issued and the debt will be accounted for
- **Orderer** - customer card from which the order was receive (Podmiot3→Odbiorca)

Payer no additional changes are required on the customer card.

Orderer - needed additional configurations:

- **KSeF role** - choose 2 (Recipient)
- **External code** - insert customer code generated in KSEF for **Podmiot3** part
- **Factoring** - choose customer card which customer will be **Payer** (optional, you will be able to choose it manually in sales invoices document field **Payer**)

The screenshot shows a software interface for configuring a customer card. The interface includes a top menu bar with options like 'Close', 'New', 'Copy', 'Refresh', 'Delete', 'Save', 'Mail', and 'PRINT'. Below the menu is a toolbar with icons for 'Survey', 'Event', 'Events (0)', and 'Get Regon API data'. The main area is divided into several sections:

- General info:** Contains fields for Code (1003), Class, Object, Name (TEST KSEF UE Podmiot 3 222222222), Ulica (Ulica test), Miasto (Miasto test), Kod pocztowy (Kod pocztowy test), County, Country (PL (Polska)), Representative, Phone, Skype, Email, and Comment.
- Sanctions:** A section with a 'Name' field.
- Customer Card:** Contains fields for Discount %, Factoring (1001), Contract, POS invoice quick selection items, External code (222222222-124), Password for the emailed PDF invoice, and Credit rating.
- Delivery details:** Includes Status, Type (Company), KSeF role (2 (Recipient)), Delivery name, Adres dostawy, Miasto dostawy, and Kod pocztowy dostawy.
- Additional fields:** Includes Field, Deal type, Fax, Warning, URL, Date of birth, Gender, Prohibited item classes, Allowed formulas, Priority, Reference number (5010053), Account Manager, Bank, Bank account/IBAN, Pay term, Del term, Del mode, Deliv, Salesman (HELP), Price formula, Reg #, Currency, Language, VAT zone (Domestic), VAT code, Vat reg no (222222222), Prepayment%, Credit limit (0.00), Reminders (checked), Delivery (Stock Delivery), VAT country, Warnings, Auto print (No), Destination, Special offers, and Prohibitions.

In the Example there is no External code generated in KSEF but there are different company VAT cods.

In sales invoice choose **Orderer** and if in customer card **Factoring** was filled **Payer** will be added automatically, if not check/choose correct customer card in **Payer** field.

New Save Confirm Copy Discard Delete Mail Print Resend KSeF invoice Attachments Unconfirm Adm

Invoice 2600185 Confirmed

Related documents: transaction Last changed by HELP (07.05.2026 at 15:51:35)

Create: Receipt Credit Note Event | Identify the customer: By ID-card

Payer 1001 **Payer name** Pirkéjas UAB Podmiot 2 1111111111 **Date** 07.05.2026 15:47:46

Orderer 1003 **Sent** 07.05.2026 15:47:46 MPP **KSeF number** 9999999999-20260507-68D462000000 **Stock** PODSTAWOWY

Object e-sending

> GENERAL INFO
> DELIVERY
> DATAFIELDS
> PROCEEDING
> TOTALS

Bulk Insert... Refresh rows Paste Recipe...

| No. | Item | Qty | Unit | Unit price | Total | VAT Code | Description | SN | Accour |
|-----|-------------|-----|------|------------|-------|----------|--------------|------------|--------|
| ... | 1 159635 | 3 | SZT. | 150 | 450 | 4 | TEST_KSEF | | 702-02 |
| ... | 2 159635_59 | 2 | SZT. | 160 | 320 | 5 | TEST_KSEF 2 | | 702-02 |
| ... | 3 SN_TEST | 1 | SZT. | 180 | 180 | 4 | SN_TEST item | PART_100/4 | 702-02 |

Result in KSEF:

Numer Faktury:
PREFIX/dir2600185
Faktura podstawowa
Numer KSEF:9999999999-20260507-68D462000000-66

Sprzedawca

NIP: 9999999999
Nazwa: DEMO UAB

Adres

Adres UAB Dodatkowy adres prawny firmy 2 test Dodatkowy adres prawny firmy
3 test
Polska

Dane kontaktowe

E-mail: info@firma.pl
Tel.: +48 Nr.Tel.

Nabywca

NIP: 1111111111
Nazwa: Pirkéjas UAB Podmiot 2 1111111111

Adres

Pirkéjo gatvé kortelė Pirékjo miestas kortelė LV-88888
Polska

Faktura dotyczy jednostki podrzędnej JST: NIE
Faktura dotyczy członka grupy GV: NIE

Podmiot inny 1

NIP: 2222222222
Nazwa: Pirkéjas UAB Podmiot 2 1111111111
Rola: Odbiorca - w przypadku, gdy na fakturze występują dane jednostek wewnętrznych, oddziałów, wyodrębnionych w ramach nabywcy, które same nie stanowią nabywcy w rozumieniu ustawy

Adres

Ulica test Miasto test Kod pocztowy test
Polska

4.4. Customer and Factoring (Podmiot3→Faktor)

If in the invoice is marked **Factoring** checkbox and filled bank account in field **BANK ACCOUNT/IBAN** invoice will be send with Podmiot3→Rola→„1” - Faktor1

4.4.1. Factoring Bank settings

- Settings→Finance Settings→Banks - create bank card with bank information:
 - **CODE** - bank code or bank code in Directo
 - **NAME** - correct full bank name
 - **ADDRESS** - correct full bank address
 - **SWIFT** - bank SWIFT code
 - **IBAN COUNTRY** - bank country
 - **VAT REG NO** - bank VAT code
- Settings→Finance Settings→Bank accounts - create bank accounts
 - **BANK ACCOUNT/IBAN** - bank account number
 - **BANK** - choose bank where is this account



If in more then one bank account card the bank account number is the same, please use the same bank. To the KSEF bank information (if there is more then one bank account card with the same bank account number) will be displayed in random order. Part: Settings→Finance Settings→Bank accounts→BANK

4.4.2. Factoring sales invoices information

Create sales invoices as usual.

Fill additional fields for factoring:

- **Factoring** - mark checkbox
- **Bank account/IBAN** - choose bank account for factoring (use DoubleClick)

If there is no **Factoring** and **Bank account/IBAN** numbers you can add them in part **GENERAL INFO**

Invoice 2600181 Draft

Create: Receipt Credit Note Event Identify the customer: By ID-card

Payer: 1002 Payer name: Pirkejas UAB Date: 04.05.2026 15:51:13 Object: Stock

GENERAL INFO

Pay term: Due date: Email: E-mail@est.test Price formula: Salesman: LIDA2

Bank account/IBAN: PL22222222222222222222 Factoring

select fields

- Payer
- Payer name
- Date
- Object
- Stock
- Pay term
- Due date
- Email
- Price formula
- Salesman
- Bank account/IBAN
- Factoring
- Asset
- Budget
- Comment
- Consolidated invoice

| BANK ACCOUNT/IBAN | CUSTOMER | CURRENCY | DESCRIPTION | BANK | SWIFT | NAME | ADDRESS | VAT REG NO |
|------------------------|----------|----------|-------------|------|------------|------------------------------|---------------------------------|------------|
| PL2 | 1001 | EUR | | 1140 | BREXPLWMBK | mBank | | |
| PL22222222222222222222 | | | | 2120 | WBKPLPP | Santander Consumer Bank test | Bank address - Finance Settings | 3333333333 |

4.5. Sales invoice with RR

If in Directo sales invoices you are using **RR** in rows, to the KSEF information will be send according to these rules:

- **Quantity** - from the firs row with the same **RR** number
- **Sum** - from all rows with the same **RR** number (field RR suma) calculated by formula: Qty * Net price
- **VAT code configuration** - from the firs row with the same **RR** number
- **Item information: name and code** - from the firs row with the same **RR** number

Invoice 2600184 Confirmed

Related documents: transaction

Create: Receipt Credit Note Event Identify the customer: By ID-card

Payer: 1001 Payer name: Pirkejas UAB Podmiot 2 Date: 04.05.2026 16:28: Object: Stock: PODSTAWOWY

GENERAL INFO DELIVERY DATAFIELDS PROCEEDING TOTALS

Sum: 155.12 VAT: 68.40 Total: 423.52 Balance: 423.52 GP %: 78.33

| No. | RR | Item | Qt | Description | Unit price | % | Net price | Total | VAT |
|-----|--------|------|----|--------------------|------------|----|-----------|-------|-----|
| 1 | 159635 | 1 | 1 | TEST_KSEF - name 1 | 49.42 | 0 | 49.42 | 49.42 | 4 |
| 2 | 159635 | 2 | 2 | TEST_KSEF name 2 | 51 | 5 | 48.45 | 96.9 | 4 |
| 3 | 159635 | 1 | 1 | TEST_KSEF name 3 | 52 | 10 | 46.8 | 46.8 | 4 |
| 4 | 159635 | 1 | 1 | TEST_KSEF name 4 | 53 | 0 | 53 | 53 | 0 |
| 5 | 159635 | 1 | 1 | TEST_KSEF name 5 | 54 | 0 | 54 | 54 | 5 |
| 6 | 159635 | 1 | 1 | TEST_KSEF name 6 | 55 | 0 | 55 | 55 | 5 |

PDF Preview: Szczegóły, Pozycje, Podsumowanie stawek podatku

5. FIXME - Additional information in part "Dodatkowy opis"



6. FIXME - Additional information in part "Stopka"

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